

FRANKLIN COUNTY CLERK OF COURTS
MARYELLEN O'SHAUGHNESSY



Unique Behaviors for Domestic/Juvenile e-Filing

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Request for Hearing Document Types: A Request for Hearing document type will generate a notice of hearing for electronic filings. When a motion is filed that requires a hearing, select the appropriate “Request for Hearing” document type. Reference the table below.

Exception: When filing a **new case in Juvenile**, you do not need a Request for Hearing unless you are submitting a motion for temporary orders. A hearing date will be automatically set on new cases that require a hearing date. The clerk will include a hearing notice with the service packet. The hearing date may be obtained by the attorney of record by going to My Cases and clicking on the case number.

Document Type	When to Use
*Request for Hearing- New Case (*Domestic Only)	For new case filings involving a motion that needs a hearing date excluding Temporary Orders motions.
Request for Hearing- New Case Temporary Orders Hearing (Domestic) or Request for Hearing-New Case Only-Temp/Emergency/Motion (Juvenile)	For new case filings involving a motion for a Temporary Orders hearing.
*Request for Hearing DEL/UNR/AND Cases (*Juvenile Only)	For existing case filings when a motion that needs a hearing is set in front of a Magistrate.
Request for Hearing- Existing Case	For existing case filings if the filer is uncertain whether the hearing should be scheduled in front of a Judge or Magistrate.
Filing Submitted to Judge: Request for Hearing	For existing case filings when a motion needs a hearing matter set in front of a Judge.
Filing Submitted to Magistrate: Request for Hearing	For existing case filings when a motion filing that needs a hearing set in front of a Magistrate.
Filing Submitted to CSEA Liaison: Request for Hearing	For CSEA to request hearing dates on their filings.

591 Notice: When filing a motion or complaint involving support that requires a hearing, include the 591 Notice available as an editable pdf (i.e. Motion for Temporary Orders). The form is available from our website. Direct links for Domestic and Juvenile forms and 591 Notice:

591 Notice:

<http://www.franklincountyohio.gov/clerk/docs/domestic/591Notice.pdf>

Domestic Forms:

<http://www.franklincountyohio.gov/clerk/DomesticForms.cfm>

Juvenile Forms:

<http://www.franklincountyohio.gov/clerk/JuvenileForms.cfm>

Summons and Order to Appear: Use the pdf form available through the following links when submitting a Summons and Order to Appear for contempt:

Summons and Order to Appear (for contempt):

<http://www.franklincountyohio.gov/clerk/docs/domestic/SummonsAndOrderToAppear.pdf>

Domestic Forms:

<http://www.franklincountyohio.gov/clerk/DomesticForms.cfm>

Juvenile Forms:

<http://www.franklincountyohio.gov/clerk/JuvenileForms.cfm>

Document Type from a “Filing Submitted To” Category

Document Category	When to Use
Filing Submitted to Judge	When submitting a proposed order/filing directly to the Judge for signature.
Filing Submitted to Magistrate	When submitting a proposed order/filing directly to the Magistrate for approval or signature.
Filing Submitted to Duty Bailiff	When submitting a proposed order for Duty Bailiff review prior to submission to the Judge/Magistrate.
Filing Submitted to CSEA Liaison	When the <u>Child Support Enforcement Agency</u> submits a proposed order or a filing that requires a hearing date.
Filing Submitted to CSEA Magistrate	When submitting a proposed order/filing directly to the CSEA magistrate for approval or signature.
Filing Submitted to Assigned Counsel Department	When submitting a proposed order for appointments of counsel or awarding of attorney fees.
Filing Submitted to Drug Court	When submitting a proposed order for juvenile

	drug court.
Filing Submitted to Visiting Judge	When submitting a proposed order to a Visiting Judge.

New Case Filings Involving a Court Date and a Service Request

- After your new case is accepted, check your **Clerk's Notice of Hearing** or your **Notice of Hearing** filing to ensure that you will be available on the scheduled court date. You can find these in the **Notifications** section of the Electronic Filing system.

Note: You will only see a Notice of Hearing on a new Juvenile case if you've requested an emergency or temporary orders hearing. Otherwise, you can see the assigned hearing date by going to My Cases and clicking on the case number.

- **Conflict with Initially Scheduled Court Date**: The service packet will be held for 24 hrs. after clerk approval to give the filer time to submit an "Initial Date Reassignment" form requesting a new date with the Assignment Office.

CSEA Notification of a Support Filing

- The CSEA will receive any support related documents through the eFlex system after submissions are accepted by the Clerk.

Signature Line on Proposed Orders

- Type "**Signature Page Attached**" on the signature line of a proposed order.

Domestic Temporary Orders Affidavits

- Submit Temporary Orders Affidavits by selecting “**Affidavit In Support of Temporary Orders**” from the Affidavits category. After clerk approval, the affidavits will be electronically routed to the assigned Magistrate. This will replace the process of dropping off copies to the assigned Magistrate.
- Upon receipt of a Magistrate's temporary order (or amended temporary order) containing an order for support, the parties shall submit via e-Flex the following consistent with the order:
 - Request for Service
 - IV-D Application
 - Form 1 or Order to Seek Employment or bank account withholding
 - Form 4047
 - Form 4048

Private Judge Filings

- Proposed orders should be conventionally given to a private judge for signature.
- When submitting a signed order by a private judge use the document type “**Private Judge Filing**” for each order that needs to be filed. This document type allows you to submit your signed order as a pdf, and it can be retrieved from the **Orders/Entries** category.

Request for Service submitted with Proposed Orders

- Do not submit service requests with proposed agreed orders/entries unless requested by the Court.